

POSITION DESCRIPTION

Class Title: Golf Course Superintendent

Job Code Number:

Department: Hidden Hills Golf Course

Grade Number: PM-2

Date: 08/31/2023

Description

The Golf Course Superintendent for Hidden Hills Golf Course holds the responsibility for performing and overseeing maintenance of the golf course, application of fertilizers, and pesticides. The superintendent directly influences the playing areas and landscapes with which golfers interact. Work involves responsibility for mowing greens and fairways, timely application of fertilizers, pesticides, and irrigation of course, maintenance of equipment, and monitoring supplies and submitting purchase orders to the finance office.

Supervision Received

Works under the close supervision of the Head Golf Pro and Director of Community Services.

Supervision Exercised

Manages assistant superintendent and part-time maintenance crew.

Requirements

Essential Job Duties/Responsibilities

- Ability to maintain an 18-hole Golf Course in maximum playing condition while remaining within budgetary guidelines.
- Assists with necessary reports for governmental agencies.
- Supervise all fertilizing and chemical applications.
- Must have knowledge of irrigation systems inclusive of programming, maintenance, troubleshooting, scheduling, moisture control, and pump station management.
- Ensure proper irrigation techniques and amounts.
- Must have the ability to troubleshoot agronomic problems that may occur on the course.
- Must have a considerable understanding of golf course maintenance equipment.
- Oversee the proper permitting pertaining to all maintenance department and keep those permits up to date.
- Hire and supervise effective staff to achieve goals for assigned areas of responsibility.
- Maintain positive relationships with the homeowners surrounding the course.
- Ensure proper completion of all golf course remodels, layout changes or special projects.
- Assist the City Manager, the Golf Pro, and golfers with questions and suggestions regarding course conditions or recommendations for change.
- Through continuing education, sustain innovative operating methods in all areas of responsibility.

- Maintain professional image with golfers, employees, and the community.
- Support safe working habits and a safe working environment at all times.
- Ability to come to work regularly and on time, follow directions, take criticism, get along with co-workers and supervisors.
- Perform duties as directed.

Knowledge, Skills, and Abilities:

- Knowledge of City Safety Procedures
- Knowledge of safety methods and procedures in equipment operation
- Knowledge of or experience with grounds maintenance equipment and irrigation systems
- Skill in operating smaller golf course equipment such as greens mowers, tee mowers and rough mowers.
- Ability to operate irrigation programming.
- Ability to work in a team environment.
- Ability to effectively communicate both verbally and in writing.
- Ability to prioritize and work in an organized manner.
- Ability to work independently of the supervisor.
- Ability to work overtime, weekends and holidays as necessary.
- Ability to work independently with tools & equipment such as, Riding mowers, push mowers, string trimmers, edgers, blowers, chainsaws, shovels, rakes, power tools, hand tools, maintenance carts, etc.

Education & Experience

Minimum Qualifications:

- High School diploma or General Equivalency Diploma (GED)
- Associate degree in golf course management, landscape management, or related.
- 6 months experience in golf course maintenance
- Or equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Certifications:

- Texas Pesticide License
- Member of Golf Course Superintendents of America

Work Environment/Physical Requirements:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The employee regularly works in extreme heat and direct sunlight for extended periods of time.
- The noise level in the work environment is usually loud to moderately loud.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

Special Requirements

Employees primarily work daytime hours. However, occasionally must work evening, holiday, and weekend hours.

Employees must possess a valid Texas driver's license.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Approval: _____

Effective Date: _____

Revision History: _____